

DD/A Registry

File Buildings &20 July 1978 Grounds

MEMORANDUM FOR: Deputy Director of Central Intelligence

FROM: Herbert E. Hetu
Director of Public Affairs

SUBJECT: Bulletin Boards for Press Clippings

1. As you may know I have been meeting with a variety of internal Agency groups of late, i.e., DDA/DDO/DDS&T Management Advisory Groups, mid-career course, senior seminar, etc. One recurring bit of praise and suggestion which comes from these groups concerns the Agency bulletin board on which we display daily press clippings. It has been suggested many times that similar bulletin boards be erected in outlying Agency buildings. Our office would supply the clips on a daily basis and the boards would be maintained by a designated office in each building. Perhaps in some locations such as OTS one board would be sufficient for several buildings. I would suggest that the boards be constructed similar to that outside my office, i.e., with removable panels which makes daily change of clips considerably easier.

2. Attached for your reference is a list of Agency buildings in this area.

SIGNED

Herbert E. Hetu

cc DDA

Declassified to ALL
when separated from attachment

SECRET

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25X9

<u>Building</u>	<u>Primary Contents</u>	<u>No. of Employees</u>	<u>Location</u>
Ames	Recruitment/Commo ORD		1820 N. Ft. Meyer Drive (Rosslyn) 25X9
Key	Finance ?		1200 Wilson Boulevard (Rosslyn) 25X1A
Chamber of Commerce	OGCR		
Central	NPIC		
East	O/Training		4600 Fairfax Drive, Arlington
South	O/Technical Service		2430 E Street, N.W.
Community Headquarters	O/Technical Service		2430 E Street, N.W.
	O/Technical Service		2430 E Street, N.W.
P&PD	IC Staff ? OD&E O/Security Warehouse Logistics/Commo Printing/Photography		1724 F Street, N.W. 25X1A Headquarters Compound

SECRET

SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM			
	UNCLASSIFIED	CONFIDENTIAL	SECRET
OFFICIAL ROUTING SLIP			
TO	NAME AND ADDRESS	DATE	INITIALS
1	Mr. Herbert Hetu Director of Public Affairs	60/DDA	Het 38
2			
3	C/LSD		
4	Would you please work		
5	with Public Affairs on this.		
6	(The Bulletin Boards only: Pub Affairs)		
ACTION	DIRECT REPLY	PREPARE REPLY	
APPROVAL	DISPATCH	RECOMMENDATION	
COMMENT	FILE	RETURN	
CONCURRENCE	INFORMATION	SIGNATURE	
Remarks: will have to be responsible for Please note Mr. Carlucci's approval on attached note. posting material etc.)			
SA/DDCI			
VCC: DDA			
FOLD HERE TO RETURN TO SENDER			
FROM: NAME, ADDRESS AND PHONE NO.		DATE	
7E-12, Hqs. x-7805		25 Jul 78	

CENTRAL INTELLIGENCE AGENCY

DD/A Registr

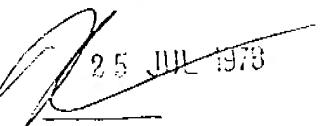
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OFFICE OF THE DEPUTY DIRECTOR

The Office of Public Affairs would like you to approve their suggestion. Once Approved, DDA would be tasked with erecting the Bulletin Boards.

Public Affairs would supply the daily clips.

Dolores

Approve 
25 JUL 1973

Disapprove —

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